

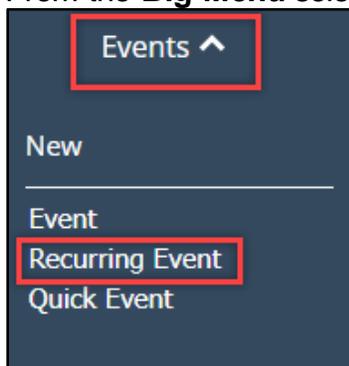
Creating a Recurring Event in IQ

Market: Federal/State/Local, House, Senate

Purpose: These instructions teach users how to create recurring event using their IQ calendar. These events can be synchronized with Outlook.

Creating a Recurring Event

1. From the **Big Menu** select **Events**. Under **New**, select **Recurring Event**.



2. From the Repeat drop down menu select how often the even repeats.
3. From the Repeat Every drop-down menu, select the frequency of the event.
4. In the Frequency field, check the days of the week the event will occur on.

A screenshot of the recurrence settings. It shows 'Repeat Type:' with a dropdown set to 'Weekly'. 'Repeat Every:' has a dropdown set to '2' and the text 'week(s)'. Below is the 'Frequency:' section with checkboxes for days of the week: U (unchecked), M (checked with a blue highlight), T (unchecked), W (unchecked), H (unchecked), F (unchecked), and S (unchecked).

5. Select the **Start Date** defaults to today's date. Change the **Start Date** to the date of your Event.
6. Select the **Start Time** from the drop-down menu.
7. Select the **End Date** from the calendar.
8. Select the **End Time** from the drop-down menu.

A screenshot of the start and end date and time settings. It shows two rows: 'Start:' and 'End:'. Each row has three dropdown menus: a date (both set to 1/25/2022), a time (Start set to 8:00 AM, End set to 9:00 AM), and a time zone (both set to EASTERN). There are plus signs to the right of each time zone dropdown.

9. Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.
Save and Sync: To save this Event in both IQ and Outlook.

A screenshot of three buttons: 'Save' (blue), 'Save and Sync' (blue with a white border), and 'Cancel' (white with a grey border). The buttons are highlighted with a green border.

